508 Self-Certification Document

Department of Veterans Affairs   VA 508 Program Office

The responsibility for ensuring IT products meet 508 requirements rests with the Program/Project Manager for a given project. The 508 Staff may, at their discretion, perform an audit to confirm 508 conformance. The 508 Program Office is pleased to work in cooperation with the responsible parties in their effort to implement 508 requirements and report their results to the Office of the CIO.

1 - Project/Program Manager's Last Name, First Name and Office	
2 – P/PM's Phone Number	
3 - P/PM's Email Address	
4 - Program Name	
5 - Project Name - (exactly as listed in EPS if applicable)	
6 - EPS Number (if applicable) or Identifying Project Number	
7 - Brief Description of the product	

8 - What is the potential number of users for this product?	**< 10**	**< 100**	**< 1,000**	**< 5000**	**> 5000**

9 - Is the product for internal VA users or for external non-VA users?	**Internal**	**External**	**Unknown**

10 - If this Self-Certification is being submitted for the first time, also submit a separate Microsoft Word document that describes the methodology used to conduct the 508 testing.

If this Self-Certification is being submitted, following a waiver, also submit a separate Microsoft Word document that describes the remediation plan which was executed: including dates and any findings.

This Self-Certification must be signed below and submitted with a Conformance Validation Statement (CVS) and if applicable, a completed Voluntary Product Accessibility Template (VPAT).

By signing this document you certify that, TO THE BEST OF YOUR ABILITY, you or the office you represent have tested the product and it is conformant with 508 requirements.

Project/Program Manager's Signature   **Date**

The 508 Staff will acknowledge receipt of a completed Self-Certification submission by signing (below) and sending it back to the submitter listed in Section 1 above.

Print 508 Staff Name

508 Program Office Signature	Date

For further information visit:

http://vaww.section508.va.gov/index.asp

- Section 508 Background Standards - http://vaww.section508.va.gov/508_Background_Standards.asp

- Standards Checklist Artifacts - http://vaww.section508.va.gov/Standards_Checklist_Artifacts.asp

- VA Policies and Procedures - http://vaww.section508.va.gov/VA_Policies_and_Procedures.asp

- VA Best Practices - http://vaww.section508.va.gov/VA_Policies_and_Procedures.asp

- Audit Tools Resources - http://vaww.section508.va.gov/Audit_Tools_Resources.asp

- Training Events - http://vaww.section508.va.gov/Training_Events.asp

- Section 504 Of The Rehabilitation Act - http://vaww.section508.va.gov/Section_504_Of_The_Rehabilitation_Act.asp

- Points of Contact - http://vaww.section508.va.gov/Points_of_Contact.asp

- Site Search - http://vaww.section508.va.gov/site_search.asp